

APPENDIX A

SAMPLE DAY-OF CLEANUP TIMELINE

7:45 -8:00 a.m. –Arrive at central meeting point to set up

Bring:

- Tables
- Sponsor thank you signs
- Waiver forms and pencils
- Data collection forms
- Trash and recycling bags
- Food and drinks and ice (if applicable)
- Cell phone number for County Coordinator
- Map with the cleanup sites

9:00am

- Welcome volunteers
- Sign in volunteers as they arrive; direct kayakers to designated “launch” area
- Distribute data cards, pencils, gloves & bags or buckets, and other supplies. Request volunteers to gather in a designated area to go over the safety and marine debris talk
- Give safety talk
- Give instructions for data cards
- Divide group into pairs or groups of 3 for data and trash collection
- Point out any off-limit areas
- Point out where to drop off full trash bags
- Remind volunteers of any post-cleanup party (if applicable)
- Send volunteers out to clean-up the site

9:00am-12:00pm

- As volunteers begin to return full trash/recycle bags, direct them where to go, have them weigh their trash, and collect their data cards
- Take photos

12:00pm

- Thank your volunteers
- Tally everything so you can record it on your Site Captain reporting form
- Hold after-party, conduct raffle (if applicable)

1:30pm – Call your County Coordinator with all data information – Remember to keep a copy of all the forms or record the data so that you can compare numbers next year.